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Class Specifications  
for the Class:

ALTERNATIVE SCHOOL PROJECT COORDINATOR  
(ALTERNATIVE SCH PROJECT COORD)

Duties Summary:

Plans activities for, organizes, implements, coordinates and promotes the alternative school project in a school district; manages and coordinates the educational program and work study or career education program components and related activities; and performs other duties as required.

Distinguishing Characteristics:

A position in this class organizes, implements, coordinates and promotes an alternative school project which is responsible for educating students who are interested in career explorations and/or not being motivated by the regular school curriculum. A position in this class, plans the detailed activities, procedures and guidelines based on the broad program description of goals, objectives and procedures developed by a consultant. The educational program and work study or career education program components and other related activities are managed and coordinated by working with the consultant, project Advisory Committee, Department of Education personnel, staff members, parents and individuals and agencies within the community.

A typical position in this class works independently and receives general supervision from a high school principal.

Examples of Duties:

Studies and analyzes all aspects of the alternative school project; develops objectives and criteria for meeting project goals; establishes and implements appropriate administrative procedures practices; encumbers and expends project funds; establishes contacts within the community to achieve and maintain maximum community involvement; develops and maintains communication with the community through the news media and personal contacts; interviews, recommends selection of and supervises staff; coordinates the administration of tests; assists students in assessing their needs, interests and aspirations; works with students in developing individualized

learning plans; plans, implements and coordinates orientation activities for staff and community resource personnel; develops, implements and manages program information dissemination and in-service training activities; supervises appropriate data collection and record-keeping functions; and establishes and maintains cooperative relationships with the consultant's research and evaluation team.

Knowledge and Abilities Required:

Knowledge of: Principles of human behavior, motivation, learning and development; basic principles and practices of education and the Hawaii public education system; and basic principles and practices of counseling.

Ability to: Plan, organize, coordinate, implement and promote educational activities; develop, supervise and train subordinates; Formulate policies and procedures; issue oral and written instructions and directives and insure that they are carried out properly; obtain and evaluate facts; keep records, write clear and concise reports; deal effectively with the public, cooperating agencies, subordinate employees, students and parents; prepare budget requests for operations of programs; be receptive to new ideas, suggestions or concepts; take new ideas, suggestions or concepts, develop and implement them; and be flexible to change.

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This is an amendment to the class specification for the class ALTERNATIVE SCHOOL PROJECT COORDINATOR, approved on February 21,1978.

DATE APPROVED: 6/5/81

/s/ Wayne J. Yamasaki  
DONALD BOTELHO  
Director of Personnel Services